



Commonwealth of Virginia

Auditor of Public Accounts

Walter J. Kucharski
Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

February 1, 2012

The Honorable Rufus A. Banks, Jr.
Chief Judge
City of Chesapeake Juvenile and Domestic Relations District Court
301 Albemarle Drive
Chesapeake, VA 23322

Audit Period: July 1, 2010 through June 30, 2011
Court System: City of Chesapeake
Judicial District: First

We are performing a statewide audit of the Juvenile and Domestic Relations District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Complete and Retain Supporting Documentation

In four of the 27 cases we tested the Clerk is not maintaining all required supporting documentation for court-appointed attorney payments, which the Office of the Executive Secretary, Supreme Court has established as individual applications per case and signatures from the attorney, Clerk, presiding Judge and Chief Judge. Further we found the clerk is not retaining the attorney vouchers and timesheets.

By not receiving and keeping all of the approved paperwork, the Clerk increases the risk of improperly paying the attorneys. The Clerk should work with the staff to ensure the office follows all the appropriate procedures.

We acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK:alh

cc: The Honorable Larry D. Willis, Sr., Judge
The Honorable Eileen Anita Olds, Judge
Lorraine M. Creef, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia